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EXHIBIT 2 - STAFF REPORT

DATE: May 15, 2018
TO: Historic Landmarks Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: HL 4-18 / DDR 3-18 – 618 NE 3rd Street

Report in Brief:

This is the consideration of a Certificate of Approval for an alteration to a historic resource located at 618 NE 3rd Street. The subject property is listed on the Historic Resources Inventory as a Contributory resource, and is also classified as a primary significant contributing property in the Downtown Historic District that is listed on the National Register of Historic Places.

A Certificate of Approval is a decision issued by the Historic Landmarks Committee to approve the alteration, demolition or moving of a historic resource or landmark.

An alteration is the addition to, removal of, removal from, or physical modification and/or repair of any exterior part or portion of an historic resource that results in a change in design, materials or appearance. Painting, reroofing, and general repairs are not alterations when the new materials and/or colors match those already in use.

Historic resources are any site, structure, building, district, or object that is included on the Historic Resources Inventory.

Section 17.65.060 of the McMinnville City Code provides the criteria for which the Historic Landmarks Committee must make a decision about approving a Certificate of Approval for the exterior alteration of a historic resource.

Background:

The applicant, Ernest Munch of EMA Architecture submitted a Certificate of Approval application to request a demolition of approximately seven square feet (1'-0" x 7'-0") of the southwest corner of the back façade of the building facing the alleyway to accommodate the construction of an interior second-story stairwell egress for the neighboring building – the Taylor Dale building at 608 NE Third Street. The demolition would also include a concrete vault of unknown purpose and contents roughly 3'-8" wide by 4'-6" long by 2'-3" wide. Please see pictures below. The subject property is located at 618 NE 3rd Street, and is more specifically described as Tax Lot 10402, Section 21BC, T. 4 S., R. 4 W., W.M.

Attachments:

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Historic Resources Inventory Sheet C866.1

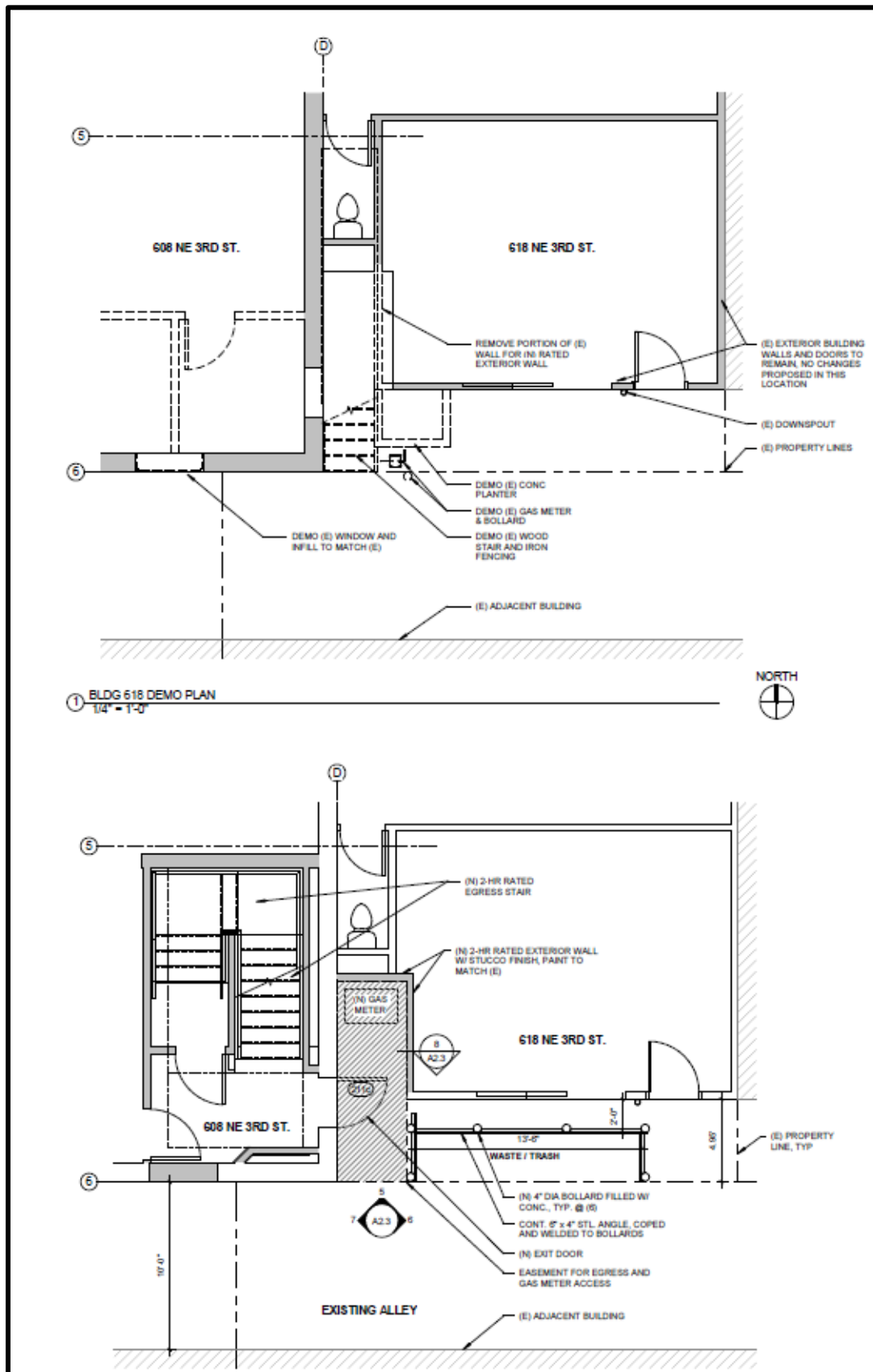


618 NE THIRD STREET

The historic designation for this particular historic resource relates to the structure itself. The structure is designated as a “Contributory” historic resource (Resource C866.1). However, the building is also located within the Downtown Historic District that is listed on the National Register of Historic Places. The building was classified as a primary significant contributing property in the historic district.

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The statement of historical significance and description of the property, as described in the nomination of the Downtown Historic District, is as follows:

This small, rectangular, one-story stucco building has a stepped parapet wall with no ornamentation. There are two storefront bays each with intact wood frame three-light transoms. The easternmost storefront has a wood frame plate glass window with a stucco bulkhead and the westernmost storefront has a wood frame glass door and two wood frame plate glass windows with wood panel bulkheads. Originally, a separate building, this building is now connected internally to the Taylor Dale Building.

Based on Sanborn maps for the area, the building is estimated to have been constructed in 1908.

Section 17.65.040(A) of the McMinnville City Code requires that the Historic Landmarks Committee review and approve a Certificate of Approval for a request to alter any resource that is on the McMinnville Historic Resources Inventory and/or listed on the National Register of Historic Places as a contributing resource. Since the subject property is on the Historic Resources Inventory and classified as a primary significant contributing property, the Certificate of Approval review is required.

In addition, the property is also located in the Downtown Design Standards and Guidelines area. Any exterior alteration of the building and any new additions are subject to the Downtown Design Standards and Guidelines contained in Chapter 17.59 of the McMinnville City Code.

The current location of the historic resource is identified below:

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Discussion:

The applicant is requesting that the Historic Landmarks Committee approve a Certificate of Approval to allow for the alteration of the historic resource, and also approve a Downtown Design Review application to ensure that the proposed alterations and additions are consistent with the Downtown Design Standards and Guidelines. Specifically, the applicant is proposing to remove an existing exterior staircase that currently provides egress from the second story of the Taylor Dale building (at 608 NE 3rd Street), demolish a 1' by 7' portion of the subject building at 618 NE 3rd Street, and a concrete vault of unknown purpose and contents on the alley side of the subject building. Afterward, the roof of the one-story building would be repaired and two fire-rated walls will be constructed to define the space and enclose the one-story building. The two new walls would be faced with stucco and painted to match the exiting color of the one-story building.

The Historic Landmarks Committee’s responsibility regarding this type of application is to hold a public meeting to review the request to alter the structure. Property owner notices were provided to owners of property within 300 feet of the subject site, consistent with Section 17.65.070 of the McMinnville City Code. This also satisfied the property owner notification requirements required for the Downtown Design Review application. During the public meeting, the Historic Landmarks Committee Chair will provide an opportunity for public testimony on the applications.

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Certificate of Approval Review

In reviewing a request for an alteration of a historic resource, the Historic Landmarks Committee must base its decision on the following criteria, as described in Section 17.65.060(B) of the McMinnville City Code:

- (1) The City's historic policies set forth in the comprehensive plan and the purpose of this ordinance;

The City's historic policies in the comprehensive plan focus on the establishment of the Historic Landmarks Committee, however, the goal related to historic preservation is as follows:

Goal III 2: To preserve and protect sites, structures, areas, and objects of historical, cultural, architectural, or archaeological significance to the City of McMinnville.

The purpose of the Historic Preservation chapter, in Section 17.65.010 of the McMinnville City Code, includes the following:

- (a) Stabilize and improve property values through restoration efforts;
- (b) Promote the education of local citizens on the benefits associated with an active historic preservation program;
- (c) Foster civic pride in the beauty and noble accomplishments of the past;
- (d) Protect and enhance the City's attractions for tourists and visitors; and
- (e) Strengthen the economy of the City.

The focus of the comprehensive plan goal and the purpose of the Historic Preservation chapter are to restore and preserve structures that have special historical or architectural significance. The proposed alteration does not include any structural or architectural changes to the primary and historically significant façade on the north side (3rd Street side) of the building, which will preserve the historic resource's architectural and historical significance. The applicant is also proposing to upgrade the existing building and neighboring building to current building code requirements, which will improve property values. Therefore, the Comprehensive Plan goal and the purpose of the Historic Preservation are satisfied by the proposal.

- (2) The following standards and guidelines:

- a. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

The one-story building at 618 NE 3rd Street was built as an addition to the building at 608 NE 3rd Street. Ownership was separated in 2016 and has recently been rejoined. It currently enjoys a long term tenant who will continue at that location. The two-story Taylor-Dale Building at 608 NE 3rd Street was built, in 1908, as a hardware store on the ground floor with four private apartments on the second floor. Two apartment were added later. This project envisions a full renovation and restoration of the interior. A restaurant, is now planned for the main floor. Six vacation-rentals-by-owner, (VRBO), plus one smaller owner occupied unit are planned for the second floor. The proposed improvement to the egress from the basement and second floor of 608 will make its reuse possible while minimizing disruption to the long term tenant at 618.

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- b. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

The original inventory of historic resources on the downtown records the value of the street façade of the building at 618 NE 3rd Street but makes no mention of the south, alley elevation. It is apparent that the areas that will be disturbed have been rebuilt several times over the course of the building's history. The area where the proposed action will take place is in need of being cleaned up and brought up to the current life safety code. The reconstruction will be finished with materials that are approved for use in the district. A condition of approval has been included to ensure that the exterior wall be repaired behind the existing concrete vault that is proposed to be removed. Also, a condition of approval has been included to require that, in addition to painting the newly constructed exterior walls, the applicant shall paint the remainder of the existing alley side wall the same color to maintain consistency along the entirety of the alley side wall.

- c. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

It is apparent that the areas that will be disturbed have been rebuilt several times over the course of the buildings history and no significant historic material will be disturbed. The historic function of providing egress from the second floor of the building at 608 3rd Street will be preserved and brought up to code.

- d. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

No changes to the property that have acquired historic significance in their own right exist in this area.

- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

No distinctive materials, features, finishes, and construction techniques or examples of craftsmanship characterizing this property exist in this location.

- f. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

The area of the proposed alteration has been evaluated and found to contain no historic features. The materials used in this location, including plywood and metal siding, are no longer allowed to be used in the district.

- g. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

The exterior will be cleaned with a mild cleanser and light power wash before being repaired.

- h. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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The applicant has not provided any information on any potential archeological resources that may be present on the property. However, there are no known archeological resources.

- i. The Guidelines for Historic Preservation as published by the United States Secretary of the Interior.

The proposed alterations would need to be considered a “Rehabilitation” of the existing historic resource, which is a type of treatment of historic properties described in the Secretary of the Interior’s Standards for the Treatment of Historic Properties. This document describes the rehabilitation of a historic building as follows:

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Even though there are no alterations or changes proposed to the primary and historically significant front façade, the new building walls would only be allowed under the rehabilitation treatment as a new building wall addition. The applicant has stated and provided arguments that the proposed demolition and construction of new building walls are being driven by building code requirements. Some of the applicable rehabilitation guidelines for code-related work on historic buildings, and findings for the guidelines, are provided below:

Recommended Guideline: Identifying the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

Recommended Guideline: Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts.

Recommended Guideline: Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

The proposed alteration and demolition are being completed on the alley side of the historic building, where it has been shown that there is not any significant historical characteristics to preserve. The primary and front façade of the building contains the most character defining historical features, which are documented in the Historic Resources Inventory and the Downtown Historic District nomination form.

- (3) The economic use of the historic resource and the reasonableness of the proposed alteration and their relationship to the public interest in the historic resource’s preservation or renovation;

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The proposed alteration will allow for the reuse of the two story building at 608 NE 3rd Street, while improving the safety and preserving the acknowledged historic value in the primary front façade of the building at 618 NE 3rd Street.

(4) The value and significance of the historic resource;

The historic resource is located within the Downtown Historic District that is listed on the National Register of Historic Places, and is classified as a secondary significant contributing property in the historic district. The existing character defining materials and features that were identified in the listing of the property in the historic district, including the stepped parapet roofline and the existing storefront window system, will be preserved and therefore the significance of the historic resource will not be impacted by the proposed demolition.

(5) The physical condition of the historic resource;

In this location, the building is in an unsafe and unattractive condition. The proposal will make it safer and use materials in compliance with the historic guidelines.

Downtown Design Review

In reviewing a request for an alteration or new construction to a building or property in the downtown design area, the Historic Landmarks Committee must base its decision on the design standards and guidelines in Chapter 17.59 (Downtown Design Standards and Guidelines) of the McMinnville City Code, and also on the following review criteria:

- (1) The City's historic preservation policies set forth in the Comprehensive Plan;
- (2) If a structure is designated as a historic landmark on the City's Historic Resources Inventory or is listed on the National Register for Historic Places, the City's historic preservation regulations in Chapter 17.65, and in particular, the standards and guidelines contained in Section 17.65.060(2)

The following design standards and guidelines in Chapter 17.59 are applicable to this request:

17.59.050 Building and Site Design.

A. Building Setback.

1. Except as allowed by this ordinance, buildings shall maintain a zero setback from the sidewalk or property line.
2. Exceptions to the setback requirements may be granted to allow plazas, courtyards, dining space, or rear access for public pedestrian walkways.

The building currently has a zero setback from the NE 3rd Street property line. The existing alley side of the building has a slight setback, but this would not be increased with the proposed alterations.

B. Building Design.

1. Buildings should have massing and configuration similar to adjacent or nearby historic buildings on the same block. Buildings situated at street corners or intersections should be, or appear to be, two-story in height.

The proposed alterations will not drastically change the buildings original massing or configuration. The portion of the building being removed is the minimum possible to achieve the necessary egress from the adjacent building (Taylor Dale building at 608 NE 3rd Street).

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2. Where buildings will exceed the historical sixty feet in width, the façade should be visually subdivided into proportional bays, similar in scale to other adjacent historic buildings, and as appropriate to reflect the underlying historic property lines. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the front façade.

This standard is not applicable, as the existing building is not more than sixty feet in width.

3. Storefronts (that portion of the building that faces a public street) should include the basic features of a historic storefront, to include:
 - a. A belt course separating the upper stories from the first floor;
 - b. A bulkhead at the street level;
 - c. A minimum of seventy (70) percent glazing below the transom line of at least eight feet above the sidewalk, and forty (40) percent glazing below the horizontal trim band between the first and second stories. For the purposes of this section, glazing shall include both glass and openings for doorways, staircases and gates;
 - d. A recessed entry and transom with transparent door; and
 - e. Decorative cornice or cap at the roofline.

The applicant is proposing to maintain the existing storefront on the primary front façade. There is no storefront system or glazing on the alley side of the property to maintain.

4. Orientation of rooflines of new construction shall be similar to those of adjacent buildings. Gable roof shapes, or other residential roof forms, are discouraged unless visually screened from the right-of-way by a false front or parapet.

Except for the removal of the existing exterior stairway that extends above the roofline, there will be no change to the existing flat roofline of the one story building.

5. The primary entrance to a building shall open on to the public right-of-way and should be recessed.

The applicant is proposing to maintain the existing storefront and primary entrance on the primary front façade. There is no primary entrance on the alley side of the property. Existing openings in the alley side wall will remain.

C. Building Materials.

1. Exterior building materials shall consist of building materials found on registered historic buildings in the downtown area including block, brick, painted wood, smooth stucco, or natural stone.

In the area where the new walls will be constructed, they will be finished with stucco, which is an approved exterior building material in the downtown design area.

2. The following materials are prohibited for use on visible surfaces (not applicable to residential structure):
 - a. Wood, vinyl, or aluminum siding;
 - b. Wood, asphalt, or fiberglass shingles;
 - c. Structural ribbed metal panels;
 - d. Corrugated metal panels;

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- e. Plywood sheathing, to include wood paneling such as T-111;
- f. Plastic sheathing; and
- g. Reflective or moderate to high grade tinted glass.

The applicant is not proposing to use any of the listed prohibited exterior building materials.

3. Exterior building colors shall be of low reflective, subtle, neutral or earth tone color. The use of high intensity colors such as black, neon, metallic or florescent colors for the façade of the building are prohibited except as may be approved for building trim.

The applicant is proposing to paint the new walls the same color as the existing front façade of the one story building. A condition of approval has been included to require that the remainder of the alley side wall also be painted this same color to maintain a consistent color along the entirety of the alley side wall.

Fiscal Impact:

None.

Committee Options:

- 1) **APPROVE** the applications, providing findings of fact for the required demolition review criteria.
- 2) **APPROVE** the applications **WITH CONDITIONS**, providing findings of fact for the required demolition review criteria.
- 3) **DENY** the applications, providing findings of fact for the denial in the motion to deny.

Recommendation/Suggested Motion:

Staff recommends that the Historic Landmarks Committee approve the Certificate of Approval application (HL 4-18) with the following conditions:

- 1) That the applicant shall repair the exterior alley side wall behind the location of the existing concrete vault that is proposed to be removed.
- 2) That, in addition to painting the newly constructed exterior walls, the applicant shall paint the remainder of the existing alley side wall the same color to maintain consistency along the entirety of the alley side wall.

Staff also recommends that the Historic Landmarks Committee approve the Downtown Design Review application (DDR 3-18) with no conditions of approval.

Suggested Motion:

Staff suggests that the Historic Landmarks Committee make the following motion to approve the Certificate of Approval application:

THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE CERTIFICATE OF APPROVAL TO ALLOW THE ALTERATION OF THE HISTORIC

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RESOURCE AT 618 NE 3rd STREET (RESOURCE C866.1) WITH THE CONDITIONS RECOMMENDED BY STAFF.

Staff also suggests that the Historic Landmarks Committee make the following motion to approve the Downtown Design Review application:

THAT BASED ON THE FINDINGS OF FACT AND THE CONCLUSIONARY FINDINGS FOR APPROVAL AS DISCUSSED BY THE HISTORIC LANDMARKS COMMITTEE, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE HISTORIC LANDMARKS COMMITTEE APPROVE THE EXTERIOR DESIGN OF THE HISTORIC RESOURCE AT 618 NE 3rd STREET (RESOURCE C866.1).

CD:sjs

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